

CHECKLIST FOR CLAIM ENTRY
<https://www.csstars.com/Enterprise>

Client ID: WISC User ID: _____ Password: _____
(Password is case sensitive)

Tips/Tricks

- Bold face fields are required field
- % "Wild Card" represents unknown
- 90 day password re-set required
- Enter claims IN ALL CAPS
- 30 minute "time out" if not active
- (^, v, <, >)Open or close screens search fields

COVERAGE: Entering this correctly determines whether or not the claim is reportable, by law, to DWD.

- WCFR: Lost time or HAZ Duty = Medical treatment and 4 or more days lost time already incurred, or expected. Lost time & hazardous duty claims must be reported to DWD ASAP.
- WC: Medical treatment sought or expected & 0 to 3 lost days.
- WCNM: INCD only or Near Miss = No medical treatment expected

CLAIM TYPE:

- LT: (Lost Time) 4 or more days lost from work - With medical excuse. (WC pays TTD)
- HAZ: (Hazardous Duty) Meets lost time claim criteria & has applied for 230.36 HAZ Duty pay. *Hazardous duty is for a protected classification of employment.
- MED: (Medical) Medical treatment + 3 or fewer days lost from work.
- INCD: (Incident Only) There is an injury but no medical treatment.
- NRMS: (Near Miss) No true injury. No treatment required.

ADJUSTER NAME:

- Medical, NRMS, INCD claims: Enter the adjuster code for your agency if you do not know your assigned adjuster contact DOA, Risk Mgmt for this info.
- Lost Time & HAZ Duty claims: Enter Adjuster name as: "NEW" as LT & HAZ Duty Claims are assigned to examiners. We update the claim & notify you of the adjuster handling the claim.

GPR/Non GPR: Employee funded by program revenue or non-program revenue – Data found in STAR HR system:

Please round your number to the nearest Whole number. No decimals or percent signs please. (1) Path: Main Menu>Set Up HCM>Product Related>Commitment Accounting>Budget Information>Depart Budget Table USA. (2) Search by Employee Position Number - Make sure Set ID is "Share" (3) Click on the Dept. Budget Earnings Tab (4) Review Earnings Distribution section at bottom of screen (5) Click on the Combination Code Description Tab. (6) Click on ChartField Details. (7) Review the appropriation number. If the second digit is a zero then enter 100 in the GPR field. If there are multiple funding lines (split between GPR & Non GPR=100) they will all show with the percentage for each.

Claimant Name: (Employee Information Section): Enter claimant's name: Last name comma space 1st Name
Example: SMITH, JOHN A JR

DESC (result, object & cause): Brief yet descriptive information about the injury including how the injury was caused, where the injury occurred, and what part of the body was injured. This field prints on the OSHA reports and on the WKC12. Example: Right shoulder lifting boxes down from top shelf in warehouse was trying to rearrange area....

OSHA days lost and restricted days: **UPDATING THESE FIELDS IS THE AGENCIES RESPONSIBILITY.**

Fields are available to complete after has been saved. Click here to visit the [DOA Safety & Loss Website](#) for more OSHA Information. Refer back to the [Work Comp Web Page](#) for Process on entering OSHA days lost and restricted days.

TTD Rate: Lost time claims: **Remember to update claims that become "Lost time."**

Enter the TTD rate field in the "FROI-Lost Time Only" claim page.

- Fields available after the claim has been saved;
Note: *TTD Rate can be found in Box 5 of the WKC-13A form you complete.

What to send to DOA: -Do NOT hold paperwork. Send information as you receive it.

- **WKC12**-Employers 1st Rpt. of Injury
- **DOA 6058** Employee's 1st rpt. supervisor & employer
- **Agencies Supplemental Reports**
- **Incident/Near Miss Claims:** Nothing needed unless claimant seeks treatment, then notify your Claim Rep at DOA and send in all paperwork.
- **Claim Stamp: BILLS:** Claim Number and Adjuster Name on ALL Bills: **NOTES/Other:** Claim Number and Adjuster name on 1st page of fastened paperwork

Running Reports:

- **Report Group** = OSHA (Contains the yearly Osha Reports)
- **Report Group** = **STARWeb** (Contains several Standard reports)
- If you need additional report(s) created or training on these contact Kathryn Hastert (608) 267-6955